



AmeriCorps
Utah

Getting Things Done for Utah

AmeriCorps Funding Opportunities
2023-2024 Grant Applications

Introductions

Name

Organization and Position

Geographic Area Served

UServeUtah Mission

The mission of the Utah Commission on Service and Volunteerism (UServeUtah) is to strengthen and unify Utah communities through national service, volunteerism, and broader community engagement.

As the state's central coordinating body for service and volunteerism, UServeUtah is responsible for developing, implementing, and sustaining a vision and culture of national service and community engagement within the state.

UServeUtah Objectives

Build and Cultivate

Help organizations effectively use service and volunteerism as a strategy to fulfill their mission and address critical community needs.

Promote and Inspire

Raise awareness of service and volunteerism needs in the state and identify quality volunteer and service opportunities

Recognize

Recognize and celebrate the efforts of volunteers throughout Utah.

AmeriCorps Purpose and Goals

“Improve lives, strengthen communities, and foster civic engagement through service and volunteering.”

AmeriCorps Pledge

I will get things done for America to make our people safer, smarter, and healthier. I will bring Americans together to strengthen our communities. Faced with apathy, I will take action. Faced with conflict, I will seek common ground. Faced with adversity, I will persevere. I will carry this commitment with me this year and beyond. **I am an AmeriCorps member and I will Get Things Done!**



The AmeriCorps Agency (formerly CNCS)

Federal agency that administers all National Service Programs

- AmeriCorps (VISTA, NCCC, State & National)
- AmeriCorps Seniors (Senior Companions, Foster Grandparents, RSVP)
- Special Initiatives (Mayor's Day of Recognition, National Service Safety Stand-down, etc.)
- National Days of Service (MLK Day of Service & 9/11 Day of Service)

www.americorps.gov

AmeriCorps VISTA

Volunteers In Service to America

- Helps community organizations implement grassroots solutions to alleviate poverty
- Members serve full time for a year
- Funding comes directly from the federal agency, through a regional office
 - UServeUtah also has VISTA positions available for economic development.
- Behind the scenes, capacity-building (recruiting volunteers, raising funds, managing projects, etc.)

AmeriCorps NCCC

National Civilian Community Corps

- Program for men & women ages 18 – 24
- Members serve full-time for 10 months
- Serve in teams of 10-14
- Based out of four regional campuses across the country
- Take on a series of 6 – 8 week projects across their region relative to conservation, revitalization, homeland security, disaster preparedness, and other areas

AmeriCorps State and National

- Largest branch of AmeriCorps – Over 80,000 members serving annually
- State and National - Differences
- Provides grants to schools, nonprofits, public agencies, and faith-based organizations to operate AmeriCorps programs
- Most of the funding for these programs is administered by Governor-appointed state service commissions (UServeUtah)
- Members engage in direct service to address compelling community needs
- Projects must enhance an organization's mission
 - Cannot duplicate or supplant pre-existing activities, staff or volunteers
- Should focus on at least one of the six AmeriCorps focus areas
- 10 member service year (MSY) minimum

Eligibility for an AmeriCorps Grant

- Nonprofit organizations
 - Community/Regional/Statewide
 - Faith-based
 - Secular
- Government agencies
 - State/County/Local
- Education
 - Districts
 - Private (nonprofit)
 - Higher Ed (nonprofit)

AmeriCorps Focus Areas

- **Education** - Improve school readiness, education and behavioral outcomes, and preparation for successful post-secondary degree attainment for economically disadvantaged youth.
- **Environmental Stewardship** – Support increase citizen behavioral changes in environmental stewardship, including: Increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems.
- **Veterans and Military Families** – Engage Veterans in service and support the needs of veterans, active duty personnel, and family of deployed military personnel.
- **Healthy Futures** – Address health care needs within communities, including: access to health care, aging in place, and addressing childhood obesity.
- **Economic Opportunity** – Promote and foster economic opportunity for economically disadvantaged individuals within communities through financial literacy, housing assistance and job training.
- **Disaster Services** - Increase resiliency and capacity of communities and individuals to prepare for, respond to, recover from disasters.

Compelling Community Needs

AmeriCorps programs address diverse community needs including, but not limited to:

- Improving graduation and degree attainment rates (education)
- Reducing youth obesity rates (healthy futures)
- Invasive weed removal (environmental stewardship)
- Improving school performance (education)
- Reducing homelessness by helping individuals/families secure safe & affordable housing (economic opportunity)
- Disaster and first-aid education (disaster preparedness)
- Providing counseling for veterans (veteran & military families)

What is an AmeriCorps Member?

- An individual enrolled for an intensive term of service (100-1700 hours per year)
- Service focuses on direct service and volunteer recruitment
- U.S. citizen, U.S. national or lawful permanent resident alien of the United States
- At least 17 years of age (no upper age limit)
- Not replacing a volunteer or a staff person
- AmeriCorps members earn an Education Award for a successful term of service
- Most members receive a modest living allowance, full-time members are eligible for health insurance, and some members may be eligible for childcare

AmeriCorps Member Activities

Example member activities:

- Tutoring/mentoring elementary students
- Connecting families to adequate healthcare
- Assisting families with securing safe/affordable housing
- Assisting veterans with seeking employment
- Providing educational enrichment programs for youth
- Developing and conducting environmental education
- Conducting community awareness programs
- Implementing nutrition and physical activity programs

AmeriCorps Member Limitations

- Cannot duplicate or displace employees or volunteers
- 80% of hours must be direct service
- Cannot exceed 20% of hours in member development
- Cannot exceed 10% of hours in fund-raising
- Service member - **not an employee**
- Must follow a clearly defined service position description
- Must be in direct service
- Must meet background check requirements
- Must not participate in prohibited activities during service

AmeriCorps Member Prohibited Activities

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

AmeriCorps Member Prohibited Activities

8. Providing a direct benefit to
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit.

2023-2024 AmeriCorps Member Benefits

Service Term	Minimum # of Hours	MSY	Minimum Living Allowance	Maximum Total Living Allowance	Education Award
Full-time	1,700	1.0	\$17,600	\$35,200	\$6,895.00
Three Quarter-time	1,200	.70	n/a	\$24,640	\$4,826.50
Half-time	900	.50	n/a	\$17,600	\$3,447.50
Reduced Half-time	675	.381	n/a	\$13,376	\$2,626.27
Quarter-time	450	.265	n/a	\$9,152	\$1,824.07
Minimum-time	300	.212	n/a	\$7,392	\$1,459.26
Abbreviated-time	100	.056	n/a	\$2,112	\$388.03

AmeriCorps Grant Opportunities

- **Cost Reimbursement Grant** – Program design based upon an approved budget with a match requirement that adheres to program rules.
- **Fixed Amount** – grantees awarded a specific amount per MSY with no match requirement or approved budget. Reimbursement based on member hours served.
- **Education Award Program (EAP)** – awarded a small amount of funding and use their own organizations resources for member living allowances and program costs.
- **Professional Corps** – awarded a small amount of funding. Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid by the organization where the member serves and not included in the budget.
- **Planning Grant** – one year award for an organization to plan how they will manage and utilize an AmeriCorps program.

AmeriCorps State Program Requirements

- AmeriCorps grant funds cannot supplant state or local funds
- Grants provide *partial* funding for organizations to operate an AmeriCorps program
- 3-year funding cycle, with a continuation application each year
- Cost Reimbursement Programs must meet minimum match requirements
 - Cash and/or In-Kind
 - Other Federal Funds
- Maximum Cost per MSY
- Program staff - One FTE equivalent dedicated to managing the program

Minimum Match Requirement

Overall Minimum Program Match Requirement
(Operational Grants Only)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10+
Minimum Overall Share	24%	24%	24%	26%	30%	34%	38%	42%	46%	50%

AmeriCorps State Grants

- Funds are for the program not general organizational expenses.
- Funds are for program expenses only:
 - Member living allowance
 - Benefits
 - Member & staff training
 - Supplies
 - Etc.
- Organizations that receive grants are responsible for recruiting, selecting, and supervising members to serve in their programs.

Operational Budget Example

- 10 MSY Operational Program
 - 10 MSY x \$23,000 Max. Cost/MSY = \$230,000
 - 24% Match = \$72,632
 - Total cost = \$302,632
- Full time members at minimum living allowance:
 - 10 MSY x \$17,600 = \$176,000 toward grant funds
 - \$126,632 remaining (\$54,000 in grant).
 - Cost of an FTE, healthcare, other operating costs?
 - Can I recruit at minimum living allowance?

Data Collection and Performance Measurement

- Must identify one or more aligned output and outcome.
 - National Performance Measure or Applicant Determined
 - Follow 2023 CNCS Performance Measure Instructions
 - Example:
 - Output Measure: ED1A: Number of individuals served
 - Outcome Measure: ED5A Number of students with improved academic performance
- Must have accurate data collection processes to avoid duplication.
- Data must be reported on a quarterly basis.



Benefits of an AmeriCorps Grant

- Expand organizational capacity to meet critical community needs
- Provides funds to support program administration
- Access to training/technical resources
- National network of organizations
- Skilled AmeriCorps members are often hired by their host organizations
- Members and volunteers gain a better understanding of community needs/challenges and how to solve them.

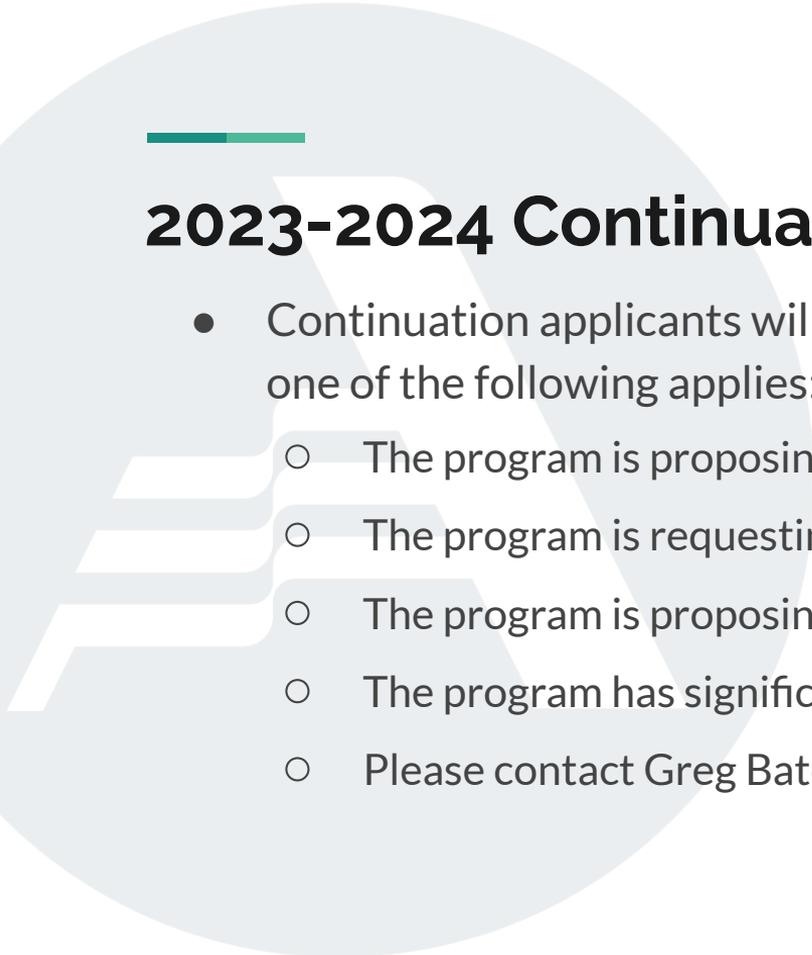
Is AmeriCorps a Good Fit?

- Does my organization address a compelling need in an AmeriCorps focus area?
- Would the program support my organization's mission and strategic plan?
- Will AmeriCorps members create a positive impact?
- Will the program provide services not already offered in the community?
- **Will my agency have the organizational, technological, and fiscal capacity to manage a federal grant program with at least ten MSY?**

2023-2024 Application Process

UServeUtah uses a multi-step application process.

- The initial application allows organizations an opportunity to:
 - Explain the proposed program,
 - Demonstrate potential community impact, and
 - Show the capacity needed to manage an AmeriCorps program.
- AmeriCorps Utah committee and peer review process
- If selected to submit a full application:
 - Applications are revised for submission to the AmeriCorps agency.
 - Clarifying program details for AmeriCorps compliance.
 - Submission of full applications in the eGrants system.



2023-2024 Continuation Applicants

- Continuation applicants will not be required to submit a new narrative unless one of the following applies:
 - The program is proposing a significant change in their program design.
 - The program is requesting an increase in funding or MSY.
 - The program is proposing different or new performance measures.
 - The program has significant performance issues.
 - Please contact Greg Bates with questions.

2023-2024 State of Utah Priority Areas

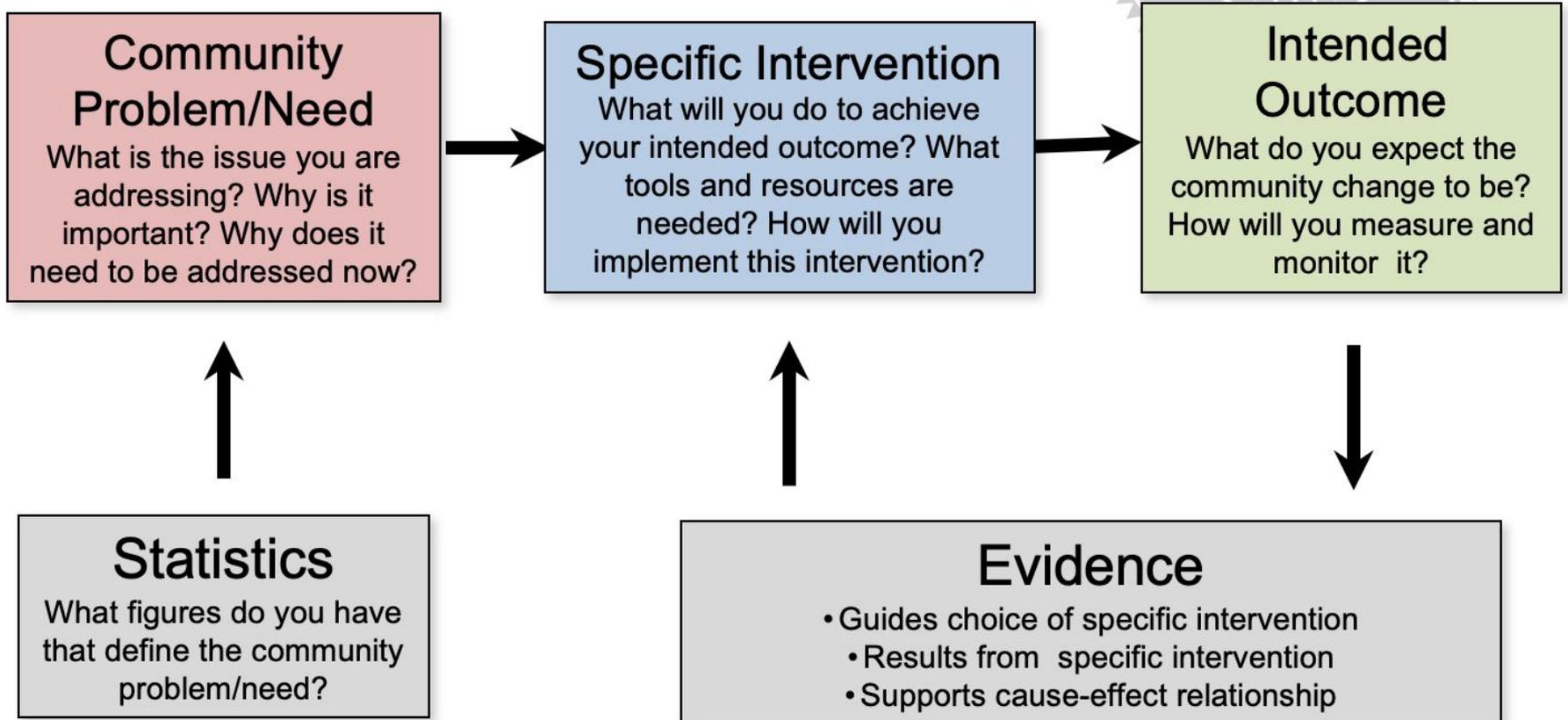
- Efforts to promote physical, mental, and behavioral health. Including projects that assist local communities to address youth suicide, prevent bullying and/or improve mental health services and resources.
- Efforts that actively engage in addressing and removing inequities, including those related to race, gender, educational outcomes, health outcomes, socioeconomic status, and digital inclusion.
- Efforts that demonstrate measurable service and impact in rural communities with limited resources and organizational infrastructure. At least 20% of service must be in rural communities.

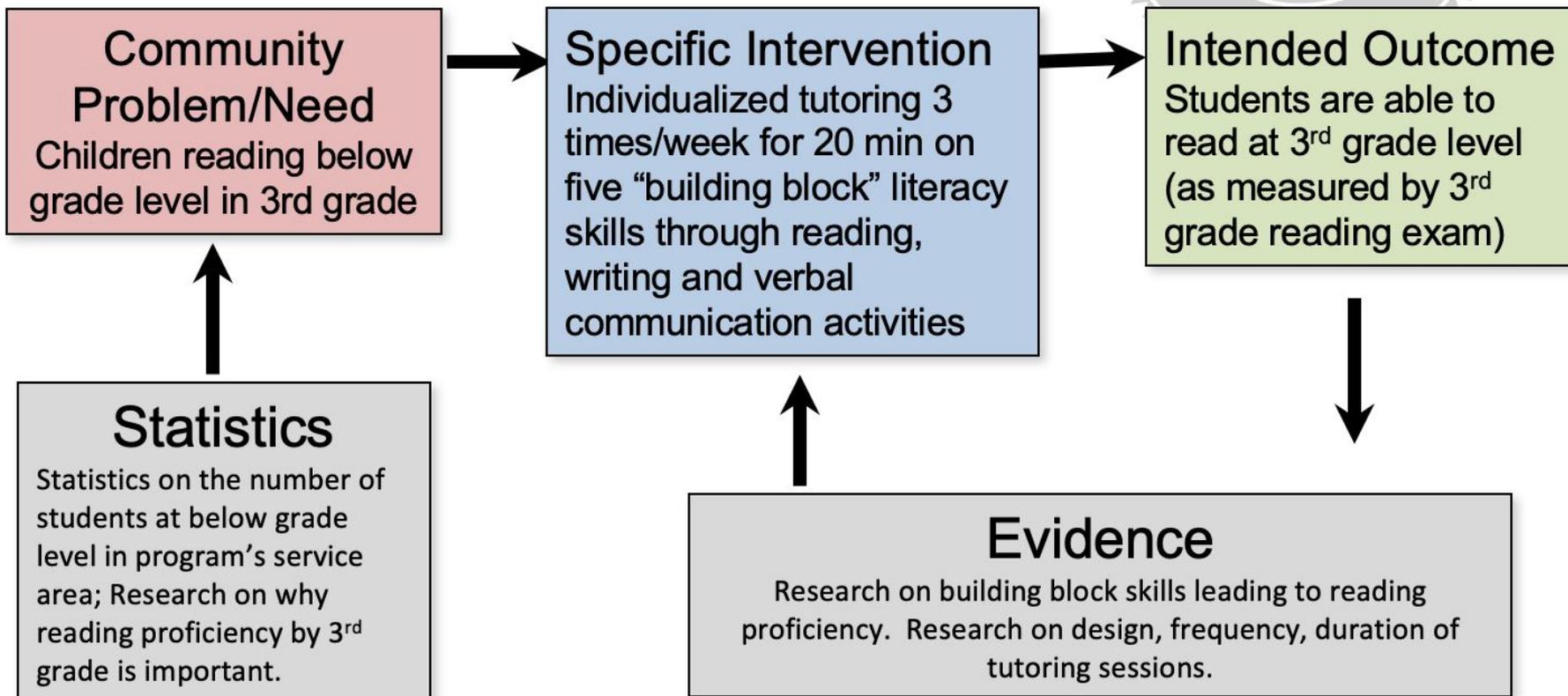
2023-2024 Application Timeline

- Applicant information sessions – February 21-24, 2023
- Application materials available by March 1, 2023
- Intent to apply due – March 9, 2023
- Application deadline – April 3, 2023 by 5:00 PM
- Formula grant review period – April - May 2023
- Applicants notified of decision – Mid-May 2023
- Successful applicants submit full applications – Mid-May 2023
- Programs begin operation:
 - August 1, 2023,
 - October 1, 2023, or
 - January 1, 2024

AmeriCorps Application Components

- Applicants must submit an application with the following components:
 - Title Page (1 page)
 - Executive Summary (1 page – 3,000 characters max)
 - Program Narrative - (survey format)
 - Logic Model Worksheet (2 pages max)
 - Performance Measurement Worksheet (2 pages)
 - Budget Proposal Worksheet (varies - not counted)
- Other Required Documents
 - Most recent audit report or year end financial review
 - General Assessment Questionnaire for new applicants
 - <https://userve.utah.gov/americorps-grant-application-information/>







AmeriCorps Application Criteria

Program Design (60% of overall score)

- Community Need (30% of program design)
 - Clearly describe the need
 - Why was it chosen?
 - Data justifying resources for the community need
 - Describe target community
 - Why was it chosen?

AmeriCorps Application Criteria

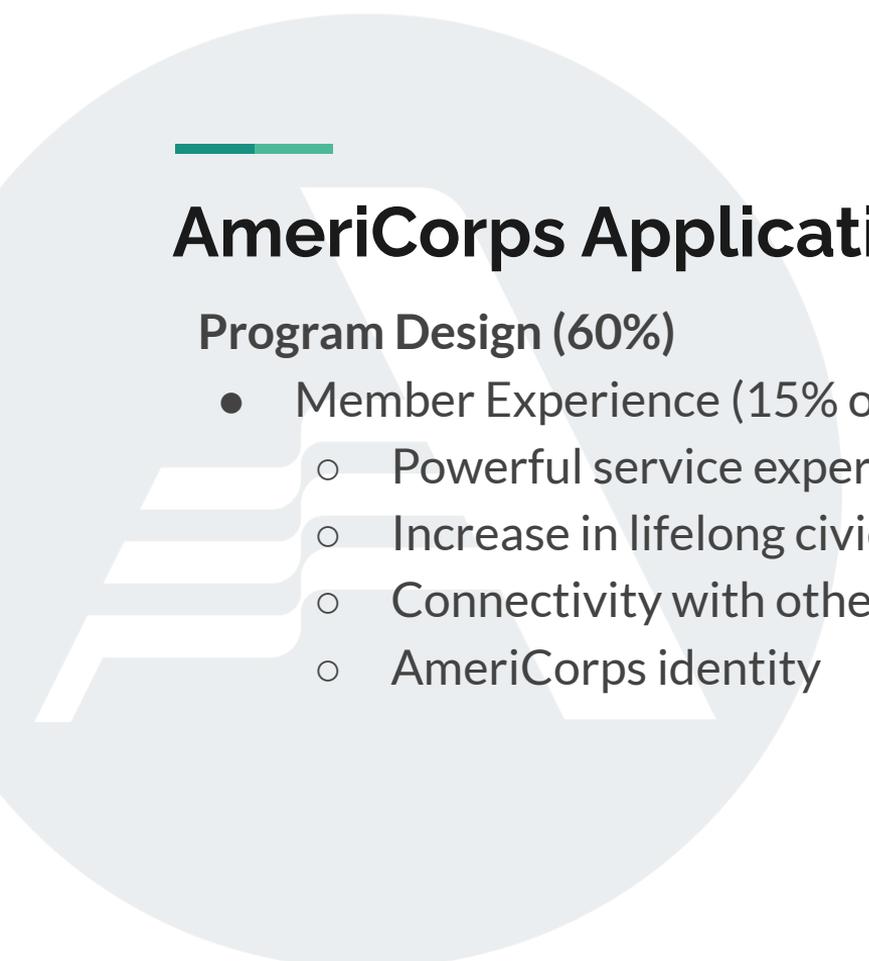
Program Design (60%)

- Member Utilization (25% of program design)
 - What activities will the member perform?
 - Why do you need AmeriCorps members?
 - What is the number of members requested? (Minimum of 10 MSY)
 - What types of member slots & why?

AmeriCorps Application Criteria

Program Design (60%)

- Program Impact (30% of program design)
 - Expected change in attitude, behavior, condition, or skill
 - Evidence based intervention(s)
 - What will be measured
 - What measurement tools will be used
 - Evaluation



AmeriCorps Application Criteria

Program Design (60%)

- Member Experience (15% of program design)
 - Powerful service experience
 - Increase in lifelong civic engagement
 - Connectivity with other AmeriCorps members
 - AmeriCorps identity



AmeriCorps Application Criteria

Program Design (60%)

Other items to consider

- How does your program link outcomes to the need?
 - Need -> Intervention (Member activities) -> Anticipated outcomes
- Volunteer Generation
 - Recruiting and maintaining volunteers



AmeriCorps Application Criteria

Organizational Capacity (25% of overall score)

- Sound Organizational Structure
- Success in Securing Community Support
- Compliance & Accountability



AmeriCorps Application Criteria

Cost Effectiveness and Budget Adequacy (15% of overall score)

- Clear, reasonable and cost-effective
- Budget aligns with application narrative
- Ability to meet minimum match requirement

Application Information

- When submitting intent to apply please specify:
 - Cost Reimbursement, Fixed Amount, EAP, or Planning Grant
- Cost Reimbursement, Fixed Amount, and EAP Programs:
 - Same Application Instructions
 - Separate Fillable PDFs
 - Narrative (survey format)
- Planning Grants:
 - Separate Application Instructions
 - Separate Fillable PDF
 - Narrative (survey format)

Completing the Budget

- Detailed instructions are provided in application instructions
 - Recorded budget training available on the RFP page
- Budget specific reminders:
 - Health insurance must be provided for full-time members
 - You are accountable to meet the match % shown on the application budget
 - Some grant funding can be moved - up to 10% of the total program budget
 - Unemployment insurance – No employer/employee relationship
 - General liability insurance requirements
 - \$1,000,000 per occurrence and \$3,000,000 for the life of the policy
 - State as additional insured party
 - Equipment: Single items over \$5,000 (other items are supplies)

Budgeting for a New Cost-Reimbursement Program

1. Proposed MSY x Maximum Cost Per MSY (\$23,000)
 - a. $10 \text{ MSY} \times \$23,000 = \$230,000$ (Max grant funding that can be requested)
2. Determine the total budget needed for operating and member costs
 - a. What will the program actually cost?
3. Decide where to place the requested grant funding
 - a. Ensure you meet minimum match requirements
 - Year 1 through 3 - Match must be 24% or more of the total budget
 - b. Ensure your total requested grant funds (corporation funds) are less than the max cost per MSY
4. Complete the administrative costs section based on the application instructions
 - a. Corporation Fixed Rate is Most Common
 - 5% of the total grant portion can be applied to administrative costs
 - **2% is withheld by UServeUtah**
 - 3% is available for sub-grantee administrative costs
5. Readjust grant funding as needed and recheck total cost

Reminders

- Application materials will be available by March 1, 2023
 - **Emailed after intent to apply is submitted**
- Notice of Intent to apply must be emailed to UServeUtah by March 9, 2023
 - Include the name of your organization
 - One paragraph explanation of the type of program you are proposing
 - If you are applying for a cost reimbursement, fixed-cost, EAP, or planning grant.
- Application due April 3, 2023 by 5:00 PM
- Notification to applicants – Mid-May 2023
- Successful applicants submit full online applications – Mid-May 2023
- Programs begin operation in August, October, or January
- Continuation applicants – narrative is only needed if proposing changes

For More Information

- Web: <https://userve.utah.gov/americorps-grant-application-information/>
- Staff Contacts
 - Greg Bates
 - gregbates@utah.gov
 - 801-979-3358
- @userveutah on Twitter, Facebook, Instagram, and LinkedIn



Questions?